

SOP 10: Final walkthrough and office lock-up

Template v1.0 | Site version/date: _____ | Approved by: _____

Purpose: Check completed work and leave the site in the agreed safe and secure state.

Scope and exclusions: Ordinary home/office departure; this office example uses the site's authorized lock-up instructions. Excludes security-system repair or unauthorized setting changes.

Responsible role: Named closing lead; crew reports unresolved tasks before departure.

Preparation: Obtain the current area checklist, occupancy status, secure closure instructions and authorized contact.

Tools: Completed task list, quality form and approved access device. Cleaning-product fields are Not applicable unless corrective work is needed.

Complete before use: Site/areas; lead; closure responsibilities; lights/windows/doors to check; secure instruction location; occupants; escalation contact. No codes in this form.

Steps

1. Walk the agreed areas against the task list. Mark Done, Not in scope or Problem found; record why anything remains unfinished.
2. Check for tools, waste and avoidable residue. Confirm wet areas and access routes are safe before removing controls or releasing the space.
3. Review bathrooms and kitchenettes against their finish checks. Correct ordinary missed work only within the approved scope and product procedure.
4. Confirm all crew members, equipment and authorized occupants are accounted for. Follow the agreed light, window and door responsibilities without disturbing equipment the client needs left on.
5. Apply the site's authorized lock/alarm sequence and confirm the expected indication. If confirmation fails, contact the lead; do not assume the site is secure.
6. Record departure, closure result and key/device custody. Send the agreed handover with open issues and a named follow-up owner.

Finish checks: Work status and exceptions are recorded, the agreed closure indication is confirmed and access-device custody is accounted for.

Stop and report: Stop departure closure if a person is unaccounted for, a leak/unsafe area remains or the security indication fails. Escalate to the authorized contact and follow their safe instructions.

Exception record: Record time, areas checked, exception owner, closure result and notification. Keep access secrets and private paperwork out of the handover.

Training check: Observe a walkthrough and simulated alarm/lock confirmation failure; verify that an unresolved task or security issue stays visible.